

\*\*\* CAREER OPPORTUNITY \*\*\*



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OKLAHOMA**

Announcement #FY 16-04 (Repost)

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Position Title:	Chief Deputy Clerk (Type II)
Appointment:	Full-time, Permanent
Location:	Tulsa, Oklahoma
Salary Range:	\$59,246.00 - \$170,400.00 (JSP 11-JSP 16) Based on experience and qualifications
Opening Date:	July 20, 2016 (Change in salary range.)
Closing Date:	Open Until Filled (If you previously applied to the March 11 or June 6, 2016 postings, you do not need to reapply.)
Report Date:	To Be Determined

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The United States District Court for the Northern District of Oklahoma is seeking applications from qualified candidates for the position of Chief Deputy Clerk (Type II). The Court consists of four Active Article III Judges, one Senior Article III Judge, three Magistrate Judges, and a Clerk's Office staff of 35. The Chief Deputy Clerk is a senior-level management position reporting directly to the Clerk of Court.

**Position Overview:** Under the direction of the Clerk, the Chief Deputy manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court including but not limited to: caseload; human resources; budget and finance; information technology; public relations/communications; education, training and development; and, strategic planning.

**Representative Duties:**

- Manage these support services and staff: automation/information technology, case administration including CM/ECF, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget management, space and facilities, training and development, strategic planning, and human resource management.
- Promote and maintain the integrity of official records in the custody of the court.
- Assist in directing the court's financial services functions in accordance with statutory requirements. Prepare and manage the annual budget.
- Conduct special studies and implement special projects related to court administration.
- Analyze and make recommendations on statutes, local rules, and procedures affecting the operations of the court.
- Advise the Clerk on matters affecting the functioning of the Clerk's office.
- Review and analyze organizational structure, reporting relationships and functional

- assignments to meet current and future organizational needs.
- Devise, implement and perfect administrative and managerial techniques, systems, methods, programs and procedures.
- Establish and adjust long range schedules, priorities and deadlines for completion of work assignments, and coordinate work schedules amount subordinate units.
- Work with members of the bar and the public to improve the delivery of court services.
- Work with various governmental agencies on a variety of matters necessary to conduct court business.
- Perform other duties as assigned.

**Qualifications:** To qualify for the Chief Deputy Clerk position, a person must be a high school graduate or equivalent and must have a minimum of three years of general experience and three years of specialized experience. One year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

**General Experience:** Progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: (1) a general knowledge of management practices and administrative practices; (2) skill in dealing with others in person-to-person work relationships; and, (3) the ability to exercise mature judgement.

**Specialized Experience:** Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

**Educational Substitutions:** Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year equaling nine months experience. Completion of one academic year of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field - or completion of a Juris Doctor (J.D.) degree - may be substituted for two years of specialized experience.

**Benefits:** Employees appointed for this position are entitled to paid vacation, paid sick leave, 10 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pretax contributions for medical costs and dependent care, dental and vision insurance, participation in the Thrift Savings Plan (401K), and participation in the Federal Employees Retirement System. All employees are subject to mandatory electronic direct deposit of salary payment. Parking is also provided.

**Conditions of Employment:** Applicants must be United States Citizens or eligible to work in the United States. All court employees are at-will employees. This is in contrast to executive branch agencies, whose employees are generally in the competitive service. This means that court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch. Employees are required to

adhere to a Code of Conduct; persons selected for an interview may request to review this Code at the time of the interview. A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted as a condition of employment on the candidate selected for the position. The selectee will be hired provisionally, pending successful completion of the investigation and a favorable suitability determination. Unsatisfactory results could result in termination of employment. If the selected candidate is appointed at the JSP Grade 11-15, promotion to the next higher grade could be made without further competition.

**How to Apply:** Send a cover letter (including a narrative statement that addresses your qualifications, relevant experience, and management style or philosophy), resume, list of professional references, and an Application for Judicial Branch Federal Employment (which can be found on the court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov) ) to:

Vacancy 16-04  
U.S. District Court  
Northern District of Oklahoma  
Page Belcher Federal Building  
333 West Fourth Street, Room 411  
Tulsa, OK 74103

Or, via email: [okndhr@oknd.uscourts.gov](mailto:okndhr@oknd.uscourts.gov)

Interview expenses and/or relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the Human Resources Office at 918-699-4841. The court reserves the right to modify the conditions of this job announcement. If you applied to the original postings, your previously submitted application will be automatically considered.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER